

## EXPENSES CLAIM

Name	Job Level	Payroll NO.	Department
Daniel Benjamin	H		Corporate Services

HH – Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

31 JAN 2014

total amount claimed	5.90
less cash advances received	
amount claimed for payment	5.90

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

**ico.****EXPENSES CLAIM**

Claim Number

91275

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
Christopher Graham			Chief Executive			
Usual mileage to work						
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.						
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *	
	Depart	Arrive		STD 45p	PTR 25p	£ p
25/2/14	-	-	US Dollar Expenses US Department of Homeland Security fee for ESTA required for entry into USA on 4 March to attend IAPP conference			14.00 1
4/3/14	-	-	Bus from Dulles airport to Rosslyn	Bus		7.00 No
	-	-	Taxi from Rosslyn to hotel	Taxi		17.00 2
6/3/14	-	-	Taxi from hotel to Capitol for meeting (CG + 2 other passengers)	Taxi		20.00 3
	-	-	Metro journeys x 2 @ \$1 to attend meetings	Metro		6.00 4, 5
15/3/14	-	-	Travel pillows (for return flight)			10.70 6
	-	0130	Eye mask (for return flight)			10.69 7
			sub-total	0	0	85.39
Other incidental expenses (e.g. telephone, postage)						
			Additional supper costs at hotel on 4/3/14			8
			paid for with GPC to be recharged			
total amount claimed					85.39	
less cash advances received					63.05	
amount claimed for payment					22.34	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						
DECLARATION						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.						

\$ (us)

£17.04

as per RBS

2713

Receipts must be provided for subsequent claims and attached to the back of this form.

If no break-down is provided please add a brief description of the items consumed. Thank you.




## EXPENSES CLAIM

Claim Number	Claim Description	Amount	Status
1001	Medical Services	\$1,200.00	Paid
1002	Pharmacy Services	\$350.00	Paid
1003	Dental Services	\$450.00	Paid
1004	Physical Therapy	\$600.00	Paid
1005	Occupational Therapy	\$750.00	Paid
1006	Speech Therapy	\$900.00	Paid
1007	Behavioral Health	\$1,100.00	Paid
1008	Home Health Services	\$1,300.00	Paid
1009	Skilled Nursing Facility	\$1,500.00	Paid
1010	Long-term Care	\$1,700.00	Paid
1011	Respite Services	\$200.00	Paid
1012	Transportation Services	\$150.00	Paid
1013	Meal Services	\$100.00	Paid
1014	Personal Care Services	\$250.00	Paid
1015	Companion Services	\$180.00	Paid
1016	Wound Care	\$300.00	Paid
1017	Infusion Services	\$400.00	Paid
1018	Immunizations	\$120.00	Paid
1019	Diagnostic Services	\$500.00	Paid
1020	Emergency Services	\$800.00	Paid
1021	Intensive Case Management	\$650.00	Paid
1022	Case Management	\$400.00	Paid
1023	Health Promotion Services	\$250.00	Paid
1024	Chronic Disease Management	\$350.00	Paid
1025	Preventive Services	\$150.00	Paid
1026	Maternal and Child Health	\$450.00	Paid
1027	Maternity Services	\$600.00	Paid
1028	Neonatal Intensive Care	\$1,200.00	Paid
1029	Neonatal Services	\$800.00	Paid
1030	Neonatal Transport	\$1,500.00	Paid
1031	Neonatal Discharge Planning	\$300.00	Paid
1032	Neonatal Follow-up	\$200.00	Paid
1033	Neonatal Nutrition Services	\$150.00	Paid
1034	Neonatal Respiratory Services	\$400.00	Paid
1035	Neonatal Cardiac Services	\$600.00	Paid
1036	Neonatal Hematology Services	\$500.00	Paid
1037	Neonatal Infectious Disease Services	\$700.00	Paid
1038	Neonatal Endocrinology Services	\$400.00	Paid
1039	Neonatal Nephrology Services	\$600.00	Paid
1040	Neonatal Neurology Services	\$800.00	Paid
1041	Neonatal Radiology Services	\$1,000.00	Paid
1042	Neonatal Pathology Services	\$1,200.00	Paid
1043	Neonatal Pharmacy Services	\$1,400.00	Paid
1044	Neonatal Nutrition Services	\$1,600.00	Paid
1045	Neonatal Respiratory Services	\$1,800.00	Paid
1046	Neonatal Cardiac Services	\$2,000.00	Paid
1047	Neonatal Hematology Services	\$2,200.00	Paid
1048	Neonatal Infectious Disease Services	\$2,400.00	Paid
1049	Neonatal Endocrinology Services	\$2,600.00	Paid
1050	Neonatal Nephrology Services	\$2,800.00	Paid
1051	Neonatal Neurology Services	\$3,000.00	Paid
1052	Neonatal Radiology Services	\$3,200.00	Paid
1053	Neonatal Pathology Services	\$3,400.00	Paid
1054	Neonatal Pharmacy Services	\$3,600.00	Paid
1055	Neonatal Nutrition Services	\$3,800.00	Paid
1056	Neonatal Respiratory Services	\$4,000.00	Paid
1057	Neonatal Cardiac Services	\$4,200.00	Paid
1058	Neonatal Hematology Services	\$4,400.00	Paid
1059	Neonatal Infectious Disease Services	\$4,600.00	Paid
1060	Neonatal Endocrinology Services	\$4,800.00	Paid
1061	Neonatal Nephrology Services	\$5,000.00	Paid
1062	Neonatal Neurology Services	\$5,200.00	Paid
1063	Neonatal Radiology Services	\$5,400.00	Paid
1064	Neonatal Pathology Services	\$5,600.00	Paid
1065	Neonatal Pharmacy Services	\$5,800.00	Paid
1066	Neonatal Nutrition Services	\$6,000.00	Paid
1067	Neonatal Respiratory Services	\$6,200.00	Paid
1068	Neonatal Cardiac Services	\$6,400.00	Paid
1069	Neonatal Hematology Services	\$6,600.00	Paid
1070	Neonatal Infectious Disease Services	\$6,800.00	Paid
1071	Neonatal Endocrinology Services	\$7,000.00	Paid
1072	Neonatal Nephrology Services	\$7,200.00	Paid
1073	Neonatal Neurology Services	\$7,400.00	Paid
1074	Neonatal Radiology Services	\$7,600.00	Paid
1075	Neonatal Pathology Services	\$7,800.00	Paid
1076	Neonatal Pharmacy Services	\$8,000.00	Paid
1077	Neonatal Nutrition Services	\$8,200.00	Paid
1078	Neonatal Respiratory Services	\$8,400.00	Paid
1079	Neonatal Cardiac Services	\$8,600.00	Paid
1080	Neonatal Hematology Services	\$8,800.00	Paid
1081	Neonatal Infectious Disease Services	\$9,000.00	Paid
1082	Neonatal Endocrinology Services	\$9,200.00	Paid
1083	Neonatal Nephrology Services	\$9,400.00	Paid
1084	Neonatal Neurology Services	\$9,600.00	

60915

All expenses MUST be claimed in accordance with the Expenses Guide available on ICOM Finance Section

All expenses must be claimed in accordance with the Expenses Guide available on ICOW Finance Section									
Name			Job Level	Payroll NO.	Department				
Christopher Graham					Chief Executive				
Usual mileage to work									
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.									
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached	p	
	Depart	Arrive			STD	PTR			
					45p	25p	£		
			EURO EXPENSES				€		
25/2/14	1520	-	Left the office						
26/2/14	-	-	Coffee with Frau Andrea Vossheff				3.90	1	
	-	-	Lunch				7.00	2	
27/2/14	-	-	Coffee				1.30	3	
	-	-	Lunch				8.50	4	
	-	-	Coffee while waiting for Eurostar				6.60	5	
28/2/14	-	2100	Returned home						
				sub-total	0	0	27.30		
Other incidental expenses (e.g. telephone, postage)									
			25.90 / 1.21 = £21.40						
total amount claimed							37.90		
less cash advances received							1.40		
amount claimed for payment							25.90		
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.									
DECLARATION									
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.									
									

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

CO.

## EXPENSES CLAIM

Claim Number

16031

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Employee Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

R9 - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
			EURO EXPENSES				
20/1/2014	0835	-	Lunch in Brussels			4.00	1
	-	-	(accommodation charged to GPC)			4.50	2
21/1/2014	-	2100	Returned home				
3/2/2014	1455	-	Left the office				
4/2/2014	-	-	Taxi from Cologne airport to meeting venue (no time to take a train)	Taxi		70.00	3
	-	-	Train from meeting venue to central Cologne	Train		2.80	4
	-	-	Train from central Cologne to airport	Train		7.70	5
	-	-	Supper at Cologne airport			9.60	6
5/2/2014	-	1445	Returned to office				
				sub-total	0	98.60	

Other incidental expenses (e.g. telephone, postage)

						total amount claimed	98.60
						less cash advances received	100.00
						amount claimed for payment	-1.40

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

To be Recharged

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide

*[Signature area with faint lines and a large blacked-out redacted area]*

Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

\* Receipts must be provided for subsistence claims and attached to the back of this form.


\* If no break down is provided please add a brief description of the items consumed. Thank you.

## EXPENSES CLAIM

<b>Claim Number</b>	
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413D

All expenses MUST be claimed in accordance with the Expenses Guide available on ICOW Finance Section

Name		Job Level	Payroll NO.		Department			
Christopher Graham					Chief Executive			
Usual mileage to work								
<small>Nil - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.</small>								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipts attached	
	Depart	Arrive			STD	PTR		
					45p	25p	£ p	
20/1/14	0835	-	Bus from home to airport to catch flight to Brussels	Bus			2.90	1
21/1/14	-	2100	Food in London				4.20	2
				sub-total	0	0	7.10	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							7.10	
less cash advances received								
amount claimed for payment							7.10	
<small>If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.</small>								
DECLARATION								
<small>I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.</small>								
								

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



**ico.****EXPENSES CLAIM**

Claim Number

22363

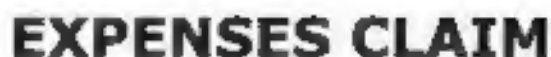
All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
Christopher Graham					Chief Executive		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipts attached *
	Depart	Arrive			STD	PTR	
					45p	28p	
EURO EXPENSES - PARIS							
15/1/14	0440	-	3 x 1.37 Euro tickets for bus from airport to Gare du Nord (tickets retained on the bus)	Bus			4.11 No
	-	-	1 x 1.37 Euro ticket for metro from Gare du Nord to Bourse station	Metro			1.37 1
	-	-	Coffee with Steve Wood prior to meeting with CNL				8.00 2
	-	-	1 x 1.37 Euro ticket for metro from Bourse to Gare du Nord station	Metro			1.37 3
	-	1930	Taxi to airport from Gare du Nord station (no trains or buses running due to security incident)	Taxi			53.00 4
				sub-total	0	0	67.85
Other incidental expenses (e.g. telephone, postage)							
				67.85 / 1.21 = 56.07			
total amount claimed						67.85	56.07 56.07
less cash advances received							
amount claimed for payment						67.85	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.





58707

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

HD - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Other incidental expenses (e.g. telephone, postage)

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

**ico.****EXPENSES CLAIM**

Claim Number

38649

All expenses MUST be claimed in accordance with the Expenses Guide available on ICOM Finance Section

Name	Job Level	Payroll NO.	Department											
Christopher Graham			Chief Executive											
Usual message to work														
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.														
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached							
	Depart	Arrive			STD 45p	PTR 35p		£	p					
23/1/2014	1250	2100	Food in London				4.50	1						
3/2/14	1455	-	Coffee on train to London				1.95	2						
	-	-	Food at Liverpool Station awaiting train to Stansted				6.04	3						
	-	-	Supper on Stansted Express				7.45	4						
	-	-	Bus from Stansted Airport to hotel	Bus			3.00	5						
4/2/2014	-	-	Bus from hotel to Stansted Airport	Bus			3.00	6						
5/2/2014	-	1445	Food in London				4.30	7						
sub-total					0	0	30.24							
Other incidental expenses (e.g. telephone, postage)														
<table border="1"> <tr> <td>total amount claimed</td> <td>30.24</td> </tr> <tr> <td>less cash advances received</td> <td></td> </tr> <tr> <td>amount claimed for payment</td> <td>30.24</td> </tr> </table>									total amount claimed	30.24	less cash advances received		amount claimed for payment	30.24
total amount claimed	30.24													
less cash advances received														
amount claimed for payment	30.24													
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.														
<b>DECLARATION</b> I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Expenses Guide.														

\* Receipts must be provided for subsistence claims and attached to the back of this form.  
 \* If no break down is provided please add a brief description of the items consumed. Thank you.

# EXPENSES CLAIM

Claim Number

1603

All expenses MUST be claimed in accordance with the Expenses Guide available on ICO's Finance Section

Name	Job Level	Payroll NO.	Department		
Christopher Graham			Chief Executive		
Usual mileage to work					
No. 200 mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box refer to the					
Date	Time	Full details of journey and charges	Mode of travel	Car mileage STD PTR	Receipts attached
				450 250	
EURO EXPENSES					
20, 1, 2014	0835	Lunch in Brussels			4.00 1
		City tax or hotel accommodation accommodation charged to wife			4.50 2
21, 1, 2014	2100	Returned home			
3, 2, 2014	1455	Left the office			
4, 2, 2014		Trav from Cologne airport to meeting venue by train to take a train	Train		70.00 3
		Train from meeting venue to central Cologne	Train		2.80 4
		Train from central Cologne to airport	Train		7.70 5
		Supper at Cologne airport			9.60 6
5, 2, 2014	1445	Returned to office			
sub-total				0 0	98.60
(phone, postage)					
total amount claimed				98.60	
less cash advances received				101.00	
amount claimed for payment				-1.40	
If this journey has incorporated an overnight stay at a hotel, you please note or append any comments (positive or negative) about the standard of the accommodation.					
<b>DECLARATION</b>					
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Ex					

- \* Receipts must be provided for sub-total of 100.00 or more.
- \* If no break down is provided please add a brief description of the items consumed. Thank you.

**ico.**

## EXPENSES CLAIM

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

NR Only images in colors of your own jewelry. In the photo, please make the jewelry stand out against the blue background. The

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt no.	
	Depart	Arrive			STD	PTR		
							45p	25p
09.01.18	0645	1635	lunch in London				8 35	1
15.01.18	0440		Taxi to Manchester airport	Taxi			20 00	2
		1930	Taxi from airport to home	Taxi			15 00	3

Other incidental expenses (e.g., telephone, postage)

[illegible]

If this journey has included an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

### DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance

- Find break down is provided please add a brief description of the items consumed. Thank you

**Information Commissioner  
REQUEST FOR CASH ADVANCE**

Number                      52

**ico.**

Information Commissioner's Office

Name <u>Christopher Graham</u>	Date required by <u>17 Jan 14</u> <small>Specify date if not by end of month</small>
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Amount(s) required <u>100 Euros</u>
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Description <u>20 and 21 January 2014</u>
Dates <u>Brussels</u>
Places <u></u>
Purpose of Travel <u>EOPS conference</u>


Expense code <u>Quasi</u>
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Ends/Issuing <u></u>
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Budget Dept <u></u>
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Finance use only <u>400</u>
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Requested by	Approved by			
<table border="1"> <tr><td>Signer</td></tr> <tr><td>Name</td></tr> <tr><td>Date</td></tr> </table>	Signer	Name	Date	
Signer				
Name				
Date				
<table border="1"> <tr><td>Signer</td></tr> <tr><td>Name</td></tr> <tr><td>Date</td></tr> </table>	Signer	Name	Date	
Signer				
Name				
Date				

System Entered <u></u>
------------------------

**Receipt** To be signed by the traveller on receipt of cash advance


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I acknowledge receipt of the amount(s) stated as an advance against travelling and subsistence expenses to be incurred in relation to travel specified above

Dated <u></u>
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Amount(s) <u></u>
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## EXPENSES CLAIM

Job Title	Job Level	Payroll NO.	Department
...	...	...	...

**Usual mileage to work**

NB: Any message in excess of 500 bytes will be truncated.

Other incidental expenses (e.g. telephone, postage)

If this itinerary has incorporated an overnight stay at a hotel, did you discuss hotel amenities and/or other services with the guest?

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the provisions of the law.

\* If no break down is provided please add a brief description of the items requested. Thank you.

**ico.**

# EXPENSES CLAIM

Claim Number

20192

All expenses MUST be claimed in accordance with the Expenses Guide available on ECON Finance Section

Name	Job Level	Payroll NO.	Department			
Christopher Graham			Chief Executive			
Usual mileage to work						
NB: Only mileage in excess of your usual journey can be claimed. Please make this adjustment before entering into the STD mileage box. 45p per mile						
Date	Time	Full details of journey and charges	Mode of travel	Car mileage STD PTR	Recollected attached +	
	Depart	Arrive		45p 75p	£ p	
27.11.13					19.95	1
					7.50	2
2.12.13	0645				1.95	3
					3.60	4
					3.85	5
4.12.13		1730	Returned home			
				sub-total:	36.85	
Other incidental expenses (e.g. telephone, postage)						
total amount claimed					36.85	
less cash advances received						
amount claimed for payment					36.85	
If this journey has incorporated an overnight stay at a hotel, you must provide a brief description of the accommodation, (positive or negative) about the standard of the accommodation.						
<b>DECLARATION</b>						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the relevant policy.						

- \* Receipts must be provided.
- \* If no break down is provided please add a brief description of the items consumed. Thank you









## EXPENSES CLAIM

[illegible]

It is always an inequality  $\leq$  or  $\geq$  and is always positive or negative, about the standard of  $\mu$  (e.g.,  $\mu + 2\sigma$ ).

## DECLARATION

DATE	TIME	BY	REMARKS
1971-11-11	10:00	W. J. H.	1.000



**ico.**

# EXPENSES CLAIM

Claim Number

8030

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department		
DAVID SMITH		N		DP Executive		
Usual mileage to work						
Note: Only mileage in excess of your usual journey can be claimed. Please make no adjustment before entering into the appropriate box. Refer to the Expenses Guide for details.						
Date	Time		Full details of journey and charges	Mode of travel	Car mileage	Receipt attaches*
	Depart	Arrive			STD PTR	
					45p 15p	£ p
06/03/14	16:50		Wimslow to London	Train		
			London Euston to Oxford Circus	Tube		2.20
			Direct Marketing Association conference in Hotel			
07/03/14			Oxford Circus to St Pauls	Tube		2.20
			Business Consumer Affairs Group			
			Back to Euston	Tube		2.20
			Euston to Stockport	Train		
		19:15	Stockport to Home	Taxi		8.00 yes
			Subsistence			23.69
			sub-total		0 0	38.29
Other incidental expenses (e.g. telephone, postage)						
total amount claimed						38.29
less cash advances received						
amount claimed for payment						38.29
If this journey has incorporated an overnight stay at a hotel, would you please note or append any comments (positive or negative) about the standard of the accommodation.						
<b>DECLARATION</b>						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Expenses Guide.						

- \* Receipts must be submitted to support claims for items over £100.
- \* If no break down is provided please add a brief description of the items consumed. Thank you.

# EXPENSES CLAIM

Claim Number
26489

All expenses MUST be claimed in accordance with the Expenses Guide available on ICOM Finance Section

Name		Job Level	Payroll NO.	Department			
DAVID SMITH		H		DP Exec			
Usual mileage to work							
NB: Only mileage in excess of usual journey is claimable. Please state the number before entering into the 5TH mileage box, refer to the							
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£
25/2/14	15.30		Gene - Airport Mandate - Brussels Brussels Airport - Gene Gene - Home + over 5hr	Plane Plane Train Metro			EUR 8.50 ✓
26/2							
27/2			Gene - Airport Brussels - Brussels Brussels - Airport Airport - Home Subtotal 2x24hr + over 5hr	Plane Plane Plane Train			EUR 18.00 ✓
							EUR 177.50
sub-total							0.00
Other incidental expenses (e.g. telephone, postage)							EUR 18.00
							EUR 196.00
							EUR 225.50
EUR 225.50 ÷ EUR 15/11 = 196.09					total amount claimed		EUR 225.50
					less cash advances received		EUR 22.40
					amount claimed for payment		EUR 203.10
If this journey has incorporated an overnight stay at a hotel, please indicate the standard of the accommodation.							EUR 238.49 ✓
<b>DECLARATION</b>							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide							



All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
DAVID SMITH		H		DP Executive			
Usual mileage to work							
NB: with mileage in excess of your usual journey can be claimed. Please take the receipt and before entering into the STD mileage box, enter the							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipts attached +
	Depart	Arrive			STD	PTA	
					45p	25p	
03.03.14			Woodsmoor to Manchester, return	Train			3.85 yes
			ICO Data Protection Conference				
14.03.14	08:15		Home to Woodsmoor railway station	Walk			
			Woodsmoor to Manchester	Train			
		16:45	Manchester to Woodsmoor	Train			3.85 yes
			Employment Tribunal				
			Subsistence				3.29 yes
			sub-total				10.99
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						10.99	
less cash advances received							
amount claimed for payment						10.99	
If this journey has incorporated an overnight stay at a hotel, could you, please note or append any comments (positive or negative), about the standards of the accommodation.							

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Expenses Guide.

- Receipts must be provided for all items claimed.
- If no break down is provided please add a brief description of the items consumed. Thank you

## EXPENSES CLAIM

428 5

Name	Job Level	Payroll NO.	Department
DA Smith	M		AP Exec

Nh in y message in f+class of audit - good to know. Page = our me p' on the square everything on the 5-70 message link refer to the

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached
	Depart	Arrive			STD	PTR	E	
20/1/14	0900		Hove - Airport Manchester - Bournemouth Airport - Pl Lane (EDPS event)	Taxi Plane Bus	45p	25p	£12-00	✓
21/1/14			(DAPIX City) Bournemouth - Airport Bournemouth - Manchester 218.00 Airport - Hove Subtotal 246 + tax 140 less vouchers proceeds	Bus - multi journey ticket Plane Taxi			£27 00  £17 50	✓  ✓
							£106-00	
				sub-total			0-00	

642, 33-00

total amount claimed	£ 412
----------------------	-------

Less cash advances received £42.00 00

amount claimed for payment<sup>4</sup>

If this survey is interpreted as covering a state of affairs, it is possible that you have a positive or negative attitude about the standard of the accommodation.

$$F_{79} c_0 / 1.22 = 364.75 + 59 a = 3123.75$$

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the law.

\* To break down sth provides please add a brief description of the items assumed

✓  
ico.

# EXPENSES CLAIM

Claim Number

20822

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name <b>DA SMITH</b>		Job Level <b>H</b>	Payroll NO	Department <b>DP EXAC</b>				
Usual mileage to work								
NB: Only charge mileage if it is usual journey and not for private use. If before 1st July 2012, the 5p mileage rate applies.								
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt	
	Depart	Arrive			S10 45p	P1R 25p	E	P
1/10/13	09:30		Home - Stockport stn	Train			£7.00	✓
			Stockport - London	Train				
			London - St James Pl	Tube			£2.10	
			(M10 J Woodhouse)					
			St James Pl - Kings X				£2.10	
	17:00		London - Brussels	Train				
			Brussels - Home	Train				
2/10			[REDACTED]					
3/10			[REDACTED]					
			Brussels - Airport	Bus				
			Airport - Home	Plane			£4.20	
sub total							£9.00	
Other incidental expenses								
<div style="display: flex; justify-content: space-between;"> <div> <p>EVA 285-30 - EVA 1.19 / ft = £241.23</p> </div> <div> <p>total amount claimed + EVA 585.30</p> <p>less cash advances received AIR 300.00</p> <p>amount claimed for payment + EVA 285.30</p> <p><b>£344.47</b></p> </div> </div>								
<p>If this journey is for or related to the company, please tick the appropriate box (tick both if it is both a company and private journey)</p> <p>Justification or negative, about the status of the accommodation</p>								
<p>£0.00 - £300.00 (CASH ADV.) = £3180 / 1.22 = £2555.74</p>								
<p><b>DECLARATION</b></p> <p>I declare that the expenses claimed above have been actually and necessarily incurred by me in the course of my duties.</p>								
<p>[REDACTED SIGNATURE AREA]</p>								

EVA 150 need on 30/9  
EVA 150 need on 2/12

£357.96

Receipts must be provided for all expenses - if not, please provide a brief description of the items consumed. Thank you

ico.

# EXPENSES CLAIM

Claim Number

66295

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
J. J. J.		14		1. 1. 1.			
Usual mileage to work							
NB: Only mileage in excess of the usual 5 miles will be paid. Mileage will be paid at the rate of 45p per mile for the first 10 miles and 25p per mile thereafter.							
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	P1R	
1/1/3	1440		Home to work	car	45p	25p	12.0
			Home to work	car			
2/1/3			(Home to work)				
3/1/3			(Home to work)				
4/1/3			Home to work	car			
5/1/3			Home to work	car			
6/1/3			Home to work	car			
7/1/3			Home to work	car			
8/1/3			Home to work	car			
9/1/3			Home to work	car			
10/1/3			Home to work	car			
11/1/3			Home to work	car			
12/1/3			Home to work	car			
13/1/3			Home to work	car			
14/1/3			Home to work	car			
15/1/3			Home to work	car			
16/1/3			Home to work	car			
17/1/3			Home to work	car			
18/1/3			Home to work	car			
19/1/3			Home to work	car			
20/1/3			Home to work	car			
21/1/3			Home to work	car			
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94/1/3			Home to work	car			
95/1/3			Home to work	car			
96/1/3			Home to work	car			
97/1/3			Home to work	car			
98/1/3			Home to work	car			
99/1/3			Home to work	car			
100/1/3			Home to work	car			

Other incidental expenses (e.g. telephone, postage)

total amount claimed £ 0.00

less cash advances received £ 0.00

amount claimed for payment £ 0.00

If this journey has incorporated an overnight stay at a hotel, please indicate in the comments section.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Expenses Guide.

245 for C  
245 for D  
245 for E  
245 for F  
245 for G  
245 for H  
245 for I  
245 for J  
245 for K  
245 for L  
245 for M  
245 for N  
245 for O  
245 for P  
245 for Q  
245 for R  
245 for S  
245 for T  
245 for U  
245 for V  
245 for W  
245 for X  
245 for Y  
245 for Z

## EXPENSES CLAIM

Name	Job Level	Payroll NO.	Department
David Smith	4		DR Executive

YB    nly release it as part of your travel journey on the same day as you leave the country. A letter under signed Out ETA releases has refer to the

Other incidental expenses (e.g. telephone, postage)

If this journey has inspired an overnight stay at a hotel, do you prefer, note or append any comments (positive or negative), about the standard of the accommodation.

I declare that no expenses claimed above have been actually and necessarily incurred by me in accordance

Y. I. Izrael, *USSR*

\* Receipts must be provided to substantiate each sale.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



ico.

# EXPENSES CLAIM

Claim Number

4 97

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department	
David Smith		M		OP Executive	
Usual mileage to work					
No extra mileage is claimed as usual journey to be covered. Please use usual route placing the 5 mile mileage on either side of the					
Date	Time Depart Arrive	Full details of journey and charges.	Mode of Travel	Car mileage STO PTR 45p 25p £ p	Receipt attached <sup>a</sup>
28/01/14	11:50	Wimbornton to London	Train		
		Euston to Paris Court	Tube		2.20
		Paris Court to Blackfriars	Tube		2.20
		Security for computers and fax			
		Blackfriars to Euston Court	Tube		2.20
29/01/14		Paris Court to St James Park	Tube		2.20
		Meeting with Ministers of State			
		St James Park to Euston	Tube		2.20
	14:45	Euston to Durham	Train		
		Subsistence			11.84 Yes
			sub-total		22.84
Other incidental expenses (e.g. telephone, postage)					
Total amount claimed					22.84
Less cash advances received					
Amount claimed for payment					22.84
If this journey has information on overnight stay then add any excess to the spread of commitments positive or negative, about the standard of the accommodation.					
DECLARATION					
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the relevant provisions of the relevant contract.					

<sup>a</sup> Receipts must be provided for items 1 to 7 and 9 to 11

<sup>b</sup> If no break down is provided please add a brief description of the items consumed. Thank you



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# EXPENSES CLAIM

50

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department				
David Smith		M		DP Executive				
Usual mileage to work								
<small>NO - enter mileage in excess of your usual mileage in the 'Other incidental expenses' box below. Do not enter mileage below usual mileage box.</small>								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		
					45p	25p	£	
24/01/14	06:50		home to Stockport railway station	car				
			Stockport to London	train				
			Easton to Bank	car			2.20	
			APME (Preston Bankers) Aston Road					
			Bank to Easton	car			2.20	
			London to Stockport	train				
		16:10	Stockport to home	car				
			Stockport already accounted for work				10.00	yes
			by train				1.95	yes
			sub-total				16.35	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							16.35	
less cash advances received								
amount claimed for payment							16.35	
<small>If this journey has been incurred on more than one day at a time, please provide a breakdown of any comments, positive or negative, about the standard of the accommodation.</small>								
DECLARATION								
<small>I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the company's policy.</small>								

\* Receipts must be submitted for all expenses claimed.

\* If no breakdown is provided please add a brief description of the items consumed. Thank you.

Information Commissioner  
REQUEST FOR CASH ADVANCE

Number: 671

ico.

Information Commissioner's Office

Name: DAVID SMITH Date required by: 17/1/2014  
(Specify time if leaving early)

Amount(s) required:

200 euros

Description:

Dates

20th January | 21st January 2014

Places

BRUSSELS

Purpose of Travel

Conference - 10th Anniversary of European DP Supervisor | DAPIX

Expense code 99991

Budget Heading

Budget Dept.

Finance use only (p40)

LOUIS HETTY CHAM

Requested by:

(Please print name)

Approved by:

(Please print name)

Signed

Name

Date

Signed

Name

Date

System Entered

Receipt: To be signed by the traveller on receipt of cash advance.

Signed

Dated

17/1/14

Amount(s)

200 euros

I acknowledge receipt of the amount(s) stated as an advance against travelling and subsistence expenses to be incurred on business travel specified above.


**ico.**

# EXPENSES CLAIM

Claim Number

68226

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
DAVID SMITH		H		DP Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	P1A	
					45p	23p	£ p
07/10/13	10:50		Wimslow to London	Train			
			Euston to St. James' Park	Tube			2.10
			Technology Reference Panel, London				
			St James' Park to Euston	Tube			2.10
		18:50	London to Wimslow	Train			
			Subsistence				5.00 Yes
sub-total					0	0	9.20
Other incidental expenses (e.g. telephone, postage)							
Total amount claimed							9.20
less cash advances received							
amount claimed for payment							9.20
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
<b>DECLARATION</b>							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
							

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



# RECEIVED ICO. 23 DEC EXPENSES CLAIM

Claim Number

46982

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
David Smith		H		DP Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box; refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
15/11/13	06:30		Home to Stockport railway station	Car			
			Stockport to London	Train			
			Euston to St Pauls	Tube			2.10
			ABI DP conference				
			Chancery Lane to Goodge Street	Tube			2.10
			TRUSTe meeting				
			London to Stockport	Train			
		17:30	Stockport to Home	Car			
			Stockport Station car park				10.00 yes
			Subsistence				7.60 yes
				sub-total	0	0	21.80
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						21.80	
less cash advances received							
amount claimed for payment						21.80	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
<b>DECLARATION</b>							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide							

- \* Receipts must be provided for subsistence claims and attached to the back of this form.
- \* If no break down is provided please add a brief description of the items consumed. Thank you.